



**State of Utah**  
**DEPARTMENT OF COMMERCE**  
**Division of Corporations & Commercial Code**

***How to Amend Your  
Limited Liability Company Articles of Organization***

**This guide sheet is intended to provide you with information on how to amend Limited Liability Company Articles of Organization. This guide-sheet is not intended to substitute nor replace advice from legal counsel. Each limited liability company shall file with the Division of Corporations a copy of any Amendment to the articles within 60 days after the adoption of the amendment.**

**Articles of organization of a limited liability company shall be amended when (U.C.A. Section 48-2c-405):**

- a. there is a change in the name of the limited liability company;
- b. there is a change in the character of the business of the limited liability company specified in the articles of organization;
- c. there is a false or erroneous statement in the articles of organization;
- d. there is a change in the period of duration, as stated in the articles of organization;
- e. the management structure of the company from a manager-managed company to a member-managed company or from a member-managed company to a manager-managed company;
- f. the members desire to make a change in any other statement in the articles of organization in order for the articles to accurately represent an agreement among them;
- g. a certificate of amendment is signed by at least one manager or one member with management authority, subject to any restriction or requirement in the operating agreement.

**Articles of Organization are amended by filing Articles of Amendment in person, mail or fax with the Utah Division of Corporations and Commercial Code setting forth:**

1. The name of the Limited Liability Company;
2. The text of each amendment adopted;
3. The date each amendment was adopted by the members;
4. The signature as required by Section 48-2c-204; and
5. The certificate of amendment must be submitted to the Division for filing within 60 days after adoption of the amendment.
6. A statement that each amendment was adopted by the members and any managers, as required by Section 48-2c-803 or 48-2c-804, or otherwise required by the articles or organization or operating agreement.

**\*\*Agent information & registered business address may be changed on the Registration Information Change Form.\*\***

**Where to file:** Limited Liability Companies may file three copies of the Amendment with a non-refundable processing fee of \$37.00 to the Division of Corporations. Means of payment are: cash, check, or money order made payable to the "State of Utah". **If you are faxing you must include, on a cover sheet, the number of a VISA or MasterCard with the date of expiration**

**FREE! You may visit our Web Site to access this document and other information.**

**Mail In:** PO Box 146705  
Salt Lake City, UT 84114-6705  
**Walk In:** 160 East 300 South, Main Floor  
**Information Center:** (801) 530-4849  
**Toll Free:** (877) 526-3994 (within Utah)  
**Fax:** (801) 530-6438  
**Web Site:** <http://www.commerce.utah.gov>

**Under GRAMA {63-2-201}, all registration information maintained by the Division is classified as public record. For confidentiality purposes, the business entity physical address may be provided rather than the residential or private address of any individual affiliated with the entity.**